

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 6	Number 11	Effective Date 01/18/11	Review Date 2014
Subject FINGERPRINTING, PHOTOGRAPHING AND ARREST WORKSHEET PROCEDURES			☐ New Order ☒ Replaces G.O. 6-11, (01/08/07)
References CALEA <i>1.2.5a, 1.2.5b, 1.2.5c</i> , 82.3.6 VA Code 16.1-299, 19.2-392 VLEPSC <i>OPR.12.05j, ADM.25.01f, ADM.25.06, ADM.25.08a, ADM.25.08b</i> General Order 7-18			
 Chief of Police or Designee		01/18/11 Date	

I. PURPOSE

The purpose of this *directive* is to establish the guidelines for taking fingerprints and photographs of individuals in custody following an arrest and for compiling the Arrest Worksheet. This directive also consists of the duties and responsibilities for all Department members.

II. POLICY

Officers of the Richmond Police Department are required by law to comply with certain statutory requirements governing fingerprint and photograph procedures. Officers are also required to comply with the mandatory filing requirements for the Central Criminal Records Exchange Arrest (CCRE) form. Officers shall complete the Arrest Worksheet for any felony and Class 1 or 2 Misdemeanor non-traffic related arrest made with or without a warrant. In addition, a criminal history file shall be created by the arresting officer for each person under custodial arrest. In a mass arrest situation(s), all officers shall complete two (2) fingerprint cards, per arrestee.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling, *and/or* disciplinary action is initiated.

IV. PROCEDURE

A. Authority to Fingerprint and Photograph in General: (§19.2-392)

1. Virginia law authorizes the law enforcement officers to take fingerprints and photographs of (i) any person arrested and charged with a felony or a misdemeanor for which an arrest is to be reported to the Central Criminal Records Exchange, or (ii) any person who pleads guilty or is found guilty, after being summoned in accordance with §19.2-74; and,
2. Virginia law also requires police authorities to submit a complete Arrest Worksheet and Fingerprint Card to the Central Criminal Records Exchange.
3. ***Such authorities are authorized to provide, on the request of duly appointed law-enforcement officers, copies of any fingerprint records they may have, and to furnish services and technical advice in connection with the taking, classifying and preserving of fingerprints and fingerprint records.***

B. Requirements to Fingerprint and Photograph Juveniles: (§16.1-299)

Virginia law requires the police officer to take fingerprints and photographs of any juvenile who is taken into custody and charged with a delinquent act an arrest for which, if committed by an adult is required to be reported to the Central Criminal Records Exchange pursuant to subsection A of §19.2-390.

NOTE: A single charge will be recorded on the Central Criminal Records Exchange (CCRE) (SP-180) arrest sheet used for juveniles. (This is the form provided by the Virginia State Police). ***Multiple charges require multiple SP-180 forms.*** A copy of fingerprints shall be filed with the Juvenile Court on forms provided by the CCRE. For arrest procedures for juveniles refer to General Order 7-18, Juvenile Procedures and Reporting.

NOTE: ***If a petition or warrant is not filed against a juvenile whose fingerprints or photographs were taken in connection with an alleged violation of law other than a “violent felony”, all copies of the fingerprints and all photographs must be destroyed 60 days after the fingerprints were taken. Officers can not keep those photographs and fingerprint cards indefinitely. In addition, if a juvenile is found “Not Guilty” of an alleged charge that is NOT a “violent juvenile felony” then the fingerprints and photographs must be destroyed within 6 months. However, photographs and fingerprints of juveniles charged with a “violent juvenile felony” do not require destruction.***

C. Form and Photograph Requirements *for Juveniles*:

1. Fingerprints – ***Live Scan Technology and Fingerprint Card:***
 - a. ***Live Scan technology allows users to digitally scan fingerprints and will capture up to 15 charges per entry using one fingerprint card. The scanned fingerprints and arrest data are captured for each felony charge as well as Class 1 and Class 2 misdemeanors, with the***

exception of trespassing and disorderly conduct, and transmitted to the Central Criminal Records Exchange (CCRE) in a matter of seconds, instead of the days required to send hard copy fingerprint cards through the mail. Live Scan equipment is located at the Police Information Desk and it shall be operated by trained and certified personnel.

- b. *During the hours of 0800 - 2359, officers shall respond to the Information Desk, where Forensic, Youth & Family Crimes Team (YFCT) detectives or other Live Scan certified officers will assist in taking the offender's fingerprints.*
- c. *During the hours of 2400 - 0759 hours, officers shall respond to the Information Desk where Live Scan certified officers will assist in taking the offender's fingerprints. Should the arresting officer be Live Scan certified, he or she shall take the offender's fingerprints.*
- d. *Officers may also use the Portable Ink Stations should Live Scan be unavailable or circumstances exist that prevent the offender from being transported to the Information Desk for processing.*

2. Photographs:

- a. Computerized mug shot, if available.
- b. If computerized mug shot is not available, a digital image will be taken.

D. Procedure for completing the Arrest Worksheet *for Adults*:

The arresting officer shall use the Arrest Worksheet as provided by the Richmond Police Department. The form shall be either typed or hand printed, using block lettering. All copies of the form shall be legible. The arresting officer shall record the information on the form according to the subject headings and instructions.

1. General Instructions:

- a. Copy 1 – Provided for use by the arresting agency. To be retained by the arresting agency.
- b. Copy 2 – To be retained by the arresting officer.
- c. Copy 3 – Forwarded to the Sheriff's Department.
- d. Multiple charges will be recorded on the Arrest Worksheet for adults.

NOTE: Refer to reverse side of copy 2 for codes needed for county, city, state or country.

2. Preparation of Arrest Form:

- a. Last Name, First, Middle – Record the subject's full name, based, if possible, on identification cards in the individual's possession. In the case of a married woman, use maiden name as the middle name.
- b. Originating Agency Case (OCA) number – for forensic personnel use.
- c. FBI Number – for forensic personnel use.
- d. SID Number – for forensic personnel use.
- e. Alias and/or Nickname – Determine if the subject has a nickname or alias. Spell the alias or nickname as correctly as possible. List only the name(s) that are uniquely different from the name(s) inserted in item #a.
- f. Place of Birth – Record city, town or county of birth.
- g. State of Birth – Record the state of birth from the two-letter code found on the reverse of the court disposition copy.
- h. Country of Birth – Record the two letter code found on the reverse of the court disposition copy (see reverse side of copy 2 for codes).
- i. Country of Citizenship (COC) – Record the two letter code found on the reverse of the court disposition copy (see reverse side of copy 2 for codes).
- j. Immigration Identification Number (IIN) (used for immigrants only).
- k. Sex – Insert M for male, F for female.
- l. Race – Insert one of the following letter codes:
 - 1) W for White/Caucasian
 - 2) I for American Indian or Alaskan Native
 - 3) B for Black/African American
 - 4) A for Asian/Pacific Islander
- m. Date of Birth (DOB) – MM/DD/YYYY of birth.
- n. Social Security Number – SSN
- o. Height – height in feet and inches.
- p. Weight – weight in pounds.
- q. Eyes and Hair – Record the color of the subject's eyes and hair, using the following abbreviations:
 - 1) Blue – BLU
 - 2) Brown – BRN

- | | |
|----------------|----------------------------|
| 3) Grey – GRY | 8) Red – RED |
| 4) Green – GRN | 9) Blonde/Strawberry – BLN |
| 5) Hazel – HAZ | 10) Black – BLK |
| 6) White – WHI | 11) Other – OTH |
| 7) Sandy – SDY | 12) Unknown – XXX |
- r. Scars, Marks, Tattoos and Peculiar Characteristics – Note all scars, marks, tattoos, amputations, eye defects and deformities, giving specific body location, size, type and detailed information.
 - s. Home Address (Street, City-Town, State and Zip Code) – Record the exact home address of the subject, include apartment number. Do not use Post Office Box numbers.
 - t. City or county code – Record the city or county where the subject resides.
 - u. Employer Name/Occupation – Indicate the employer's name and occupation of the arrested subject. Avoid using generalized terms such as "laborer" or "unemployed". Be more specific by describing the type of job such as ditch digger or accountant.
 - v. Work Address (Street, City-Town, State and Zip Code) – Record the exact work address of the arrested subject.
 - w. Date of Arrest – MM/DD/YYYY.
 - x. Court Having Jurisdiction – Use the initials (example - RGDC-Manchester).
 - y. Location of arrest – Use actual address or block number plus street.
 - z. Full Name of Arresting Officer – Last, First, MI.
 - aa. Arresting Officer Code Number.
 - bb. Full Name of Assisting Officer, if applicable – Last, First, MI.
 - cc. Assisting Officer Code Number.
 - dd. Arrestee Number – the sequential number assigned to each arrestee in an incident by the arresting officer. (*e.g. offender #1, offender #2, etc.*)
 - ee. Incident Number – the original CAD number given for the related incident report by the Division of Emergency Communication (DEC). ***The CAD number associated with a pre-existing warrant(s) shall be used when available.*** If no incident number has been created for an on-

view arrest, the arresting officer must request an incident report number from DEC for that arrest.

- ff. IBR Code – the number describing the offense.
- gg. Code Section – Cite the Virginia Code Section coinciding with the criminal act.
- hh. Indicate either Misdemeanor or Felony.
- ii. Charge – Describe the exact charge (example – Solicitation for lewd act, not merely Solicitation). Do not use "Capias" or "Attachment" by itself; record the complete charge of Capias-Failure to appear. Do not list city ordinance or state statutes.
- jj. Date of Offense – MM/DD/YYYY.
- kk. Jurisdiction – Code of City/County of Arrest Occurred – See reverse of court disposition copy.
- ll. Court – Code of City/County of Offense – See reverse of court disposition copy.

V. FORMS

A. CCRE Arrest Worksheet

B. ***Fingerprint Card***